



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3d CAVALRY REGIMENT
BUILDING 9001, BATTALION AVE.
FORT HOOD, TEXAS 76544-5060



AFZC-R-RCO

16 November 2011

MEMORANDUM FOR RECORD

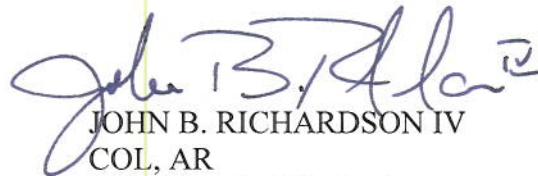
SUBJECT: Awards Guidance

1. Every Service Member and US Civilian who honorably completes a tour of duty with the 3d Cavalry Regiment will be appropriately recognized for their service and their achievements. Commanders will ensure awards are submitted in a timely manner in order for Soldiers to receive their awards prior to their last working day before PCS, ETS, or Retirement.
2. Service awards must be received by the Regimental SI shop in accordance with the below timelines:
 - a.) Awards with approval authority at FORSCOM/HRC: 120 days
 - b.) Awards with approval authority at III Corps: 90 days
 - c.) Awards with approval authority at Regiment: 30 days
3. Downgrade/disapproval authority for the Meritorious Service Medal has been delegated to the Regimental Commander by the III Corps Commander.
4. Downgrade/disapproval authority for the Army Commendation Medal is hereby delegated to Squadron Commanders for Soldiers in the grade of E-5 and below.
5. Two awards may not be given for the same period of service or achievement. Peacetime service awards will not include acts of achievement or valor already recognized by a combat service, achievement or valorous award.
6. Soldiers who are flagged for adverse action may not receive any awards. Soldiers who are flagged for APFT/Overweight may be submitted for award with an exception to policy memo/waiver signed by the first 0-5 in their chain of command. If a Soldier becomes flagged during the processing of the award, commanders may request the revocation of the award but must provide a signed DA Form 268, suspension of favorable actions, with a corresponding date for which the award covers.
7. Commanders may award certificates of commendation, achievement or a personal decoration to recognize a Soldier's service in the Regiment. If a commander decides a Soldier does not warrant an award for service, the Troop, Company or Battery Commander must counsel the Soldier in writing to explain the reason.
8. POC for this policy is the RS1 at 254-286-6996.

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9. BRAVE RIFLES!

A handwritten signature in blue ink, reading "John B. Richardson IV". The signature is stylized with a large, flowing "J" and "R".

JOHN B. RICHARDSON IV

COL, AR

74th Colonel of the Regiment